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GOVERNOR

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CALIFORNIA EMERGENCY MANAGEMENT AGENCY

July 22, 2010

Pam Wright
Associate Director, Clinical Services
South Bay Community Services
1124 Bay Blvd., Suite D
Chula Vista, CA 91911

Subject: Performance Assessment/Site Visit Report
Award # AT09051150

Dear Ms. Wright:

On June 16 – 17, 2010, I conducted a site visit of the Child Abuse Treatment (CHAT) Program operated by South Bay Community Services (SBCS). Thank you for your time and cooperation during the site visit. It was a pleasure meeting your staff who support the CHAT Program. Everyone I met during the site visit was friendly, helpful, and very professional.

During the site visit, we discussed California Emergency Management Agency's (Cal EMA) requirements for the program, the goals and objectives, the match requirements, the source documentation, and the reporting requirements. As a result of the visit, I have found the project in most areas to be in compliance and functioning within the parameters established in the Grant Award Agreement. However, there were some findings (out-of-compliance) which require corrective actions. Please send me a corrective action letter by **August 16, 2010** addressing the following topics:

Overall, the Administrative Review appears to be satisfactory. However, there are two administrative issues needing to be addressed:

- 1) During the review of the CHAT Program General Ledger, it was discovered one of the CHAT Program staff, Glenda Baez, had attended training in Seattle, Washington in November 2009. Out-of-state trainings are not allowed under the Grant Award Agreement unless it is for extraordinary circumstances; prior approval must be received from Cal EMA. Neither of these conditions was met.

Action Needed: Per the 2009 Recipient Handbook, Section 2236.11, "Out-of-State Travel," "Out-of-state travel is restricted and only allowed in exceptional situations. Recipients must receive Cal EMA approval prior to incurring expenses for out-of-state travel. If not

previously authorized in the approved Grant Award, recipients may request approval for out-of-state travel by submitting an Out-of-State Travel Request (Cal EMA 2-158) attached to a completed Grant Award Modification (Cal EMA 2-223)." Therefore, SBCS will not be reimbursed for this travel under the CHAT Program. Please back this charge from the CHAT Program General Ledger. **Indicate in the corrective action letter how this will be resolved.**

- 2) EEO Checklist B , Item 9 - At the time of the site visit, SBCS did not have a plan to disseminate the EEO Plan and the EEOP to all employees, volunteers, clients and to the general public. I gave Lorisa Camaclang a copy of the sample plan, Attachment 10A. A new agency plan was then produced and given to me.

Action Needed: The plan to disseminate the EEO Plan and the EEOP to all employees, volunteers, clients and to the general public, which SBCS produced during the site visit, must be approved by the Board of Directors. **Indicate in the corrective action letter when this will be resolved.**

Overall, the Programmatic Review appears to be satisfactory. However, there is one programmatic issue needing to be addressed:

- 1) At the site visit, I was given copies of expired operational agreements. The only updated operational agreement is for the Victim Witness Assistance Center. The agency is the contracted provider for the Workforce Investment Board (WIB) services, and, therefore, does not need an operational agreement with WIB. The following are the operational agreements needed:

- Law Enforcement
- California Coalition for Youth
- Local Hospitals
- Local Schools
- County Social Services Department

Action Needed: Per the 2009 CHAT RFA, projects are required to have operational agreements with law enforcement; California Coalition for Youth; Victim Witness Assistance Center; California Workforce Investment Board's State or Local Youth Council; local hospitals; local schools; and the county social services department. The operational agreements must have a start date, end date and unlike contracts, there is no exchange of money.

Indicate in the corrective action letter how this will be resolved.

Please review the enclosed Performance Assessment/Site Visit Report form; sign the cover page and mail it to me at your earliest convenience. Also complete a Corrective Action Letter with the

Pam Wright
July 22, 2010
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requested actions and return to me by **August 16, 2010**. Should you have questions, please contact me at (916) 323-7730. Once again, thank you for the warm hospitality and cooperation I received during the visit.

Sincerely,

RICHARD BUNCH
Program Specialist
Children's Section

Enclosures:

- Site Visit Report
- EEO Checklist

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

PROGRAM: CHILD ABUSE TREATMENT PROGRAM (CHAT)

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

1. **GRANT AWARD NUMBER:** AT09051150 **DATE OF SITE VIST:** 06/16-17/2010
2. **GRANT PERIOD:** October 1, 2009 through September 30, 2010
3. **RECIPIENT/IMPLEMENTING AGENCY:** South Bay Community Services
4. **PROJECT DIRECTOR:** Pam Wright

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Pam Wright, LCSW</u>	<u>Project Director</u>	<u></u>
<u>Elizabeth Iniguez, C.P.A.</u>	<u>Chief Financial Officer</u>	<u></u>
<u>Gloria Lilia Ramirez</u>	<u>Lead Staff Accountant</u>	<u></u>
<u>Lorisa Camaclang</u>	<u>Contract Compliance Associate</u>	<u></u>
<u>Nancy Pratt</u>	<u>Mi Escuelita Program Director</u>	<u></u>
<u>Glenda Baez</u>	<u>CHAT Therapist</u>	<u></u>
<u>Lourdes Apodaca</u>	<u>Therapist</u>	<u></u>
<u>Elleen Gonzalez</u>	<u>Shelter Associate</u>	<u></u>
<u>Amaris Sanchez</u>	<u>Program Director – Shelter Services</u>	<u></u>
<u>Valerie Brew</u>	<u>Dept. Director – Child Well Being</u>	<u></u>

Richard Bunch
Signature of Program Specialist

07/22/2010
Date

Gillsa miller
Signature of Section Chief

07/22/2010
Date

Signature of Project Representative

Date

7/29/2010

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • The Cal EMA Recipient Handbook (R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Approved Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The RFA/RFP (supersedes the requirement of the R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Program Guidelines (supersedes the requirement of the R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: I reviewed hard copies and verified online access to online to above sites and documents.

2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Obtain copy of required CBO bonding? [R.H. Section 2161] Does <u>not</u> apply to state, city, or county units of government. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the bond show: | | | |
| ○ Bonding company name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Description of coverage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Amount of coverage (50% of allocation) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond period | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Grant award number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is Cal EMA named on the bond as the beneficiary? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

The bond has all the required coverage and is acceptable.

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Does the project have their CEQA documentation on file? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

Lorisa Camaclang provided a CEQA exemption letter from the City of Chula Vista Redevelopment Agency.

4. PROOF OF AUTHORITY (R.H. Section 1350)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? *Ask for copy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments:

I was provided with a Resolution of the Board of Directors granting the Executive Director authority to execute the grant.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

☒ ☐ ☐

Comments:

I was provided with an up-to-date organizational chart showing all CHAT Program related personnel.

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (*Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.*)

☒ ☐ ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments:

Pam Wright understands the purpose and preparation of the Grant Award Modification.

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]

☒ ☐ ☐

- Do policies include:

- Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions
- A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]
- Work hours
- Compensation rates
- Overtime

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

- Did the Board approve the agency's current personnel policy?

☒ ☐ ☐

Comments:

Lorisa Camaclang provided me with the above personnel documents.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

8. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor) ☒ ☐ ☐

Comments:

The project uses functional timesheet which are signed by the employee and the supervisor.

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
 - Name of individual who approves purchases.
Pam Wright – Project Director
 - Name of individual who writes checks.
Gaby Mitchell – Accounts Payable Associate
 - Name of individual(s) who signs checks.
Gloria Rameriz – Lead Staff Accountant, if over \$1,000,
Dina Chavez – Associate Director

Comments:

The duties of the financial officer and bookkeeper are separate so that no one person has complete authority over financial transactions.

10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? ☒ ☐ ☐
- Does the project maintain an accurate inventory log of equipment purchased with grant funds? ☒ ☐ ☐

Comments:

The CHAT Program General Ledger is satisfactory. I tracked items on the general ledger back to their receipts. One of the items I traced back to receipts was for training on the December 2009 General Ledger; it was for an out-of-state training in November 2009. Out-of-state trainings are not allowed for the CHAT Program without prior approval and for extraordinary reasons. The training did not meet either one of these criteria. I reviewed the equipment record keeping system for equipment. Project equipment is clearly listed in the inventory log.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

	YES	NO	N/A
11. PROJECT EXPENDITURES			
• Is the project's expenditure rate commensurate with the elapsed period of the grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Is the project up-to-date with the submission of Cal EMA Form 2-201?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

When the site visit was conducted, the April 2010 Cal EMA 2-201 was the last Request for Reimbursement to be submitted. Only 45% of the grant funds had been spent by this month's end. I tracked items on the general ledger back to their receipts. One of the items was for training on the December 2009 General Ledger for an out-of-state training in November 2009. Out-of-state trainings are not allowed for the CHAT Program without prior approval and for extraordinary reasons. The training did not meet either one of these criteria. The project does not appear to need to file a Grant Award Modification.

12. MATCH REQUIREMENTS

• Does the project have a match requirement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the project meeting the match requirement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review the supporting documentation to substantiate cash or in-kind match.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

The project uses facility space value at its school as match and the value of a sub-contract with another counseling agency which provides individual therapy for children. Match requirements appear to be met.

13. EEO POLICY

• Go over EEO checklist. (Separate document)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

South Bay Community Services appears to be meeting the majority of the requirements as set forth on this checklist. However, at the time of my site visit, South Bay Community Services did not have a plan to Disseminate the EEO Plan and the EEOP to all employees, volunteers, clients, and to the general public (Item 9 on the EEO Checklist B). I gave Lorisa Camaclang, Contract Compliance Associate, a copy of the sample plan, Attachment 10A; thereafter, staff created such a plan; however, it needs to be approved by the Board of Directors. For Item 8 on EEO Checklist B, Pam Wright, Project Director, stated the agency has a pending allegation of discrimination, which is being investigated. The person alleging the discrimination has filed a lawsuit.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

B. PROGRAMMATIC REVIEW

GENERAL

YES NO N/A

1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives? ☒ ☐ ☐
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives? ☐ ☒ ☐

Comments:

The agency submitted a Grant Award Modification and was approved to lower Objective C from 125 to 15. This new goal may still be too high. The agency may lower it more for the next grant period, 2010/11.

2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements. ☒ ☐ ☐

Comments:

Pam Wright and Lorisa Camaclang understand Progress Report requirements.

3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process.

Comments:

The project appears to have a sufficient data collection and record keeping process for Progress Report requirements.

4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? ☐ ☒ ☐

Comments:

Please see Section C, Item 7 of this report for details.

5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments:

Project staff is performing duties consistent with those stated in the Grant Award Agreement.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. <u>OBJECTIVE A – PROVIDE PSYCHOTHERAPY SERVICES</u>
Does the project use licensed clinicians/therapists? If not, explain the credentials of the mental health staff. Discuss the type of therapy received by the child client (how often, group, individual, PCIT, trauma-focused, etc.). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Modalities used: Incredible Years; Window Between Worlds; Cognitive Behavioral. Client children attend the Mi Escuelita Pre-School. Client children receive group and individual therapy while in school.

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 2. <u>OBJECTIVE B – ASSISTANCE IN PROVIDING INFORMATION ON CRIME COMPENSATION SERVICES</u>
How does the project provide clients with information and referral to the local Victim Witness Assistance Center for victim compensation services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

Clients receive brochure and information. School, shelter, and therapy staff also transports clients to the Victim Witness Assistant Center.

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 3. <u>OBJECTIVE C – ASSISTANCE IN UNDERSTANDING AND IN HELPING THE CHILD PREPARE FOR PARTICIPATING IN THE CRIMINAL JUSTICE SYSTEM</u>
How does the project provide information and referral to the local Victim Witness Assistance Center for assistance, advocacy, and support during judicial proceedings? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments:

The agency submitted a Grant Award Modification and was approved to lower Objective C from 125 to 15. This new goal may still be too high. The agency may lower it more for the next grant period, 2010/11.

4. OBJECTIVE D – USE OF VOLUNTEERS

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| • Does the project use volunteers? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have volunteers completed the required 40-hour training prior to child client contact? Review documentation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do volunteers complete a sign-in sheet with date, time, activities, and signature by the project's project director or designated staff? Review documentation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all employees and volunteers completed the required background checks? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • If the project does not use volunteers, has the project received a volunteer waiver for the <u>current grant award period</u> ? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

How does the project use the mandated volunteers?

Comments:

The agency utilizes volunteer interns that facilitate group therapy and who are supervised by a clinician.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

YES NO N/A

5. DOES THE RECIPIENT HAVE ON FILE DOCUMENTATION SUPPORTING THE COMPLETION OF THE FOLLOWING (inform the following are required, but do not review)?

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| ○ Reference Checks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Criminal Background Check (if staff/volunteers have resided in California for less than 3 years, out-of-state criminal history checks are also required) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Child Abuse Central Index Checks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Department of Motor Vehicle Checks (if transporting clients) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Pam Wright stated the agency does collect all of the above information. After receiving background information, the information is destroyed, but results noted in the personnel file.

6. DOES THE PROJECT DO PERFORMANCE EVALUATIONS?

☒ ☐ ☐

Comments:

Employee performance evaluations are done every three months for new employees up to the first year's anniversary, and once per year thereafter.

7. CURRENT MANDATED OA's ON FILE

- | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|
| • Law Enforcement | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • California Coalition for Youth (CCY) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Victim Witness Assistance Center | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • California Workforce Investment Board's State or Local Youth Council | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Local Hospitals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Local Schools | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • County Social Services Department | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Comments:

I was provided with operational agreements which had already expired. The only active operational agreement was for the Victim Witness Assistance Center. Therefore, the agency needs to provide current Operational Agreements for the local law enforcement agencies, California Coalition for Youth, local hospitals, local schools, and the County Social Services Department. The agency is the contracted provider for the Workforce Investment Board (WIB) /youth employment service, and therefore does not need an additional Operational Agreement with WIB.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

8. CLIENT CONFIDENTIALITY

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Written policy regarding client confidentiality. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Written policy regarding the maintenance of confidential client records. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Client records are kept confidential per E.C. Section 1037.1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Client records are kept in a locked room or file cabinet. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

The agency has written policies regarding client confidentiality and the maintenance of client files. Client files are kept in a locked filing cabinet behind three locked doors.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

D. ADDITIONAL COMMENTS:

ADMINISTRATIVE (document strengths, topics needing improvement, follow-up, etc.)

South Bay Community Services (SBCS) is a large exceptionally professionally run agency with many services besides the CHAT Program. SBCS runs a domestic violence shelter, has a Domestic Violence Response Team, housing and supportive services program for homeless families, a therapeutic pre-school, provides therapeutic and health care services to children and adults, and provides many other services. The CHAT Program grant is only one of hundreds of grants which SBCS receives.

During the administrative review, SBCS appeared to be in compliance in most areas. However, there were two administrative items which were out of compliance. They are:

- 1) During the review of the CHAT Program General Ledger, it was discovered one of the CHAT Program staff had attended training in Seattle, Washington in November 2009. Out-of-state trainings are not allowed under the Grant Award Agreement unless it is for extraordinary circumstances; prior approval must be requested from Cal EMA. Neither of these conditions was met.
- 2) EEO Checklist B –
 - a) Item 8 – Pam Wright stated SBCS has a pending allegation of discrimination, which is being investigated. The person alleging the discrimination has filed a lawsuit.
 - b) Item 9 - At the time of the site visit, SBCS did not have a plan to disseminate the EEO Plan and the EEOP to all employees, volunteers, clients, and to the general public. I gave Lorisa Camaclang a copy of the sample plan, Attachment 10A. A new agency plan was then produced and given to me. The plan must be approved by the Board of Directors.

PROGRAMMATIC (document strengths, topics needing improvement, follow-up, etc.)

During the programmatic review, SBCS appeared to be in compliance in most areas. However, there was one programmatic item which was out of compliance. It is:

- 1) At the site visit, I was given copies of expired operational agreements. The only updated operational agreement is for the Victim Witness Assistance Center. The agency is the contracted provider for the Workforce Investment Board WIB/youth employment service, and therefore does not need a separate Operational Agreement with WIB. The following are the operational agreement which are needed:
 - Local Law enforcement agencies
 - California Coalition for Youth
 - Local hospitals
 - Local schools
 - County Social Services Department